

COMNAVAIRPAC INSTRUCTION 1700.3C

Subj: COMMANDER, NAVAL AIR FORCE, U.S. PACIFIC FLEET STAFF JUNIOR AND SENIOR SAILOR OF THE QUARTER AND COMMANDER NAVAL AIR FORCE, U.S. PACIFIC FLEET STAFF SAILOR OF THE YEAR

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Nomination Worksheet

1. Purpose. To establish criteria for the selection of the Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) Staff Junior and Senior Sailor of the Quarter and COMNAVAIRPAC Staff Shore Sailor of the Year. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVAIRPACINST 1700.3B

3. Background. There is a long established policy of individual naval commands recognizing excellence and initiative in their enlisted personnel. In keeping with this tradition, COMNAVAIRPAC will recognize two outstanding performers each quarter. The Junior and Senior Sailor of the Quarter provide wide recognition to those enlisted personnel who have demonstrated qualities of superior professional performance, outstanding dedication, exceptional display of leadership and are exemplary examples of what today's Bluejacket should be. Additionally, Chief of Naval Operations (CNO) annually recognizes the very best all-around sailor from nominees submitted via Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) per reference (a). In consonance with this policy, COMNAVAIRPAC Staff will recognize one outstanding sailor yearly for nomination to CINCPACFLT's Shore Sailor of the Year competition.

4. Eligibility. To provide increased recognition for all enlisted Staff personnel, the board shall select a senior and junior outstanding enlisted sailor for each quarter. First Class Petty Officers shall be nominated for the Senior Sailor of the Quarter. Second Class Petty Officers and below will be nominated for the Junior Sailor of the Quarter. Staff members are not eligible to be renominated for two consecutive Quarters following their selection. The four Senior Sailors of the Quarter selected during the year will be automatically included in the Sailor of the Year selection process.

5. Responsibilities. The Command Master Chief (CMC) has overall responsibility for ensuring all facets of the program are coordinated and all plaques and correspondence are ready for the quarterly formal presentations.

6. Board Members

a. Senior Sailor of the Quarter: CMC and selected Leading Chief Petty Officers (LCPO's) on staff.

b. Junior Sailor of the Quarter: President of the First Class/Staff Sergeant Mess; and selected First Class Petty Officers on staff.

c. Sailor of the Year board members: CMC and selected LCPO's on staff.

7. Criteria for Selection. The Junior and Senior Sailor of the Quarter is recognition of the best all-around individual from all eligible nominees. Sustained superior performance, military bearing; uniform appearance; leadership, self improvement, command and/or community involvement are all key facets of the best sailor to be recognized. Criteria for the Sailor of the Year remains the same as that of Sailor of the Quarter, however more emphasis will be placed on command/community involvement and an overall positive attitude towards the Naval Service.

8. Action. To ensure all eligible personnel have the opportunity to participate in the process, the following procedures are established:

a. Junior/Senior Sailor of the Quarter

(1) Per enclosure (1), Department Heads/Special Staff Assistants will forward worksheet nomination of their respective eligible nominees to the CMC on the first Friday of the month following the quarter for which the nomination is being recommended.

(2) Selection boards will meet on the second Wednesday of the month following the quarter for which the nomination is being recommended. The CMC will advise all personnel concerned of the time and place of the two meetings.

(3) The President of the First Class/Staff Sergeant Mess will forward the name of the recommended Junior Sailor of the Quarter to the CMC for review. The CMC will forward the name of the recommended Junior Sailor of the Quarter along with the Senior Sailor of the Quarter to Chief of Staff for approval.

(4) Quarterly competition for the Junior and Senior Sailor of the Quarter shall run on a calendar year in association with the CNO Sailor of the Year schedule and be as per the following schedule:

(a) 1st Quarter - January, February, March - Nominations due first Friday in April.

(b) 2nd Quarter - April, May, June - Nominations due first Friday in July.

(c) 3rd Quarter - July, August, September - Nominations due first Friday in October.

(d) 4th Quarter - October, November, December - Nominations due first Friday in January.

b. Sailor of the Year

(1) The COMNAVAIRPAC Sailor of the Year board will convene annually in the month of January.

(2) The four Senior Sailors of the Quarter are automatically nominated for consideration as Sailor of the Year. Department Heads/Special Staff Assistants may submit additional nominations. Per enclosure (1), Department Heads/Special Staff Assistants should forward nomination work sheets for the four Sailors of the Quarter and new nominees to the CMC by 10 January. One nominee per code.

(3) The CMC will ensure the OPNAV Sailor of the Year nomination package is completed and submitted.

(4) If the selection board considers the individual selected worthy of additional recognition, it will so recommend to their respective Department Heads/Special Staff Assistants, copy to the Chief of Staff. The Department Heads/Special Staff Assistants will have the prerogative of recommending a personal award (Navy Achievement Medal or higher). Selection as Sailor of the Year will not be the basis of an award, but rather the event and performance leading to it. (Members forwarded for CINCPACFLT Sailor of the Year competition that are ultimately selected will not be awarded any medal at intermediate competition levels.)

9. Awards

a. Selectees for Junior/Senior Sailor of the Quarter will receive a Letter of Commendation at a presentation ceremony and the following recognition:

(1) Granted four day special liberty at a time of their choice. (Note - four-day special liberty must include two consecutive non-work days such as Friday, Saturday, Sunday and Monday.)

(2) Have their picture displayed on the Quarterdeck area of Headquarters for three months.

(3) Be assigned a reserved parking space for three months.

(4) Appropriate media coverage will be coordinated through the Public Affairs Office by the CMC.

(5) Excused from all watchbills for three months.

(6) Other incentives as available.

b. Selectee for Sailor of the Year will receive a Letter of Commendation at a presentation ceremony and the following recognition:

(1) Granted four day special liberty at a time of their choice. (Note - four-day special liberty must include two consecutive non-work days such as Friday, Saturday, Sunday and Monday.)

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(2) Have their picture displayed on the Quarterdeck area of Headquarters for the year.

(3) Be assigned a reserved parking space for one year.

(4) Appropriate media coverage will be coordinated through the Public Affairs Office by the CMC.

(5) Excused from all watchbills for one year.

(6) Other incentives as available.

/s/

R. A. DEAL
Chief of Staff

Distribution:
Full Staff

Stocked:
COMNAVAIRPAC (N004)

NOMINATION WORKSHEET
JUNIOR/SENIOR SAILOR OF THE QUARTER/SAILOR OF THE YEAR

TODAY'S DATE

RATE/RANK

LAST NAME

FIRST

MIDDLE

SSN

INCLUSIVE DATES

QUARTER/YEAR

____YRS____MOS
LENGTH OF SERVICE

____YRS____MOS
TIME IN COMNAVAIRPAC

JOB DESCRIPTION/TITLE:

COLLATERAL DUTIES:

COMMUNITY SERVICE/EXTRACURRICULAR ACTIVITIES:

COMMAND INVOLVEMENT:

SELF-IMPROVEMENT/EDUCATION:

REMARKS:

SUBMITTED BY: _____

RATE/RANK

NAME

CODE

EXT.